

Hall hire application form

Date of hire: _____
 Time of hire: _____ to _____
 Area to be hired: _____
 Purpose for hire: _____
 Cost of hire: _____ plus deposit of £50 = _____
 Name: _____
 Organisation: _____ Charity number: _____
 Address: _____
 Contact number: _____ Contact email: _____

- I have read and understand the charges and conditions of hire as set out overleaf and agree to them.
- I understand that if I cancel the hire less than 7 days before the event, then the deposit will be lost.
- I understand the Church reserves the right to refuse any booking, including if a group or activity has aims in conflict with those of the Church - if this happens, I will receive a full refund.
- I understand I must have my own insurance organised if I am a business or charity.
- I confirm that the data entered on this form is complete and correct to the best of my knowledge.

Name: _____ Signed: _____

In order to comply with the General Data Protection Regulations (GDPR) 2018, we require your consent to process and store your personal data provided here. A copy of the church's Privacy Notice is available on the church's website: www.rochesterbaptist.co.uk. All data will be stored on a secure computer or in a locked cabinet for one year after the last hire, after which it will be destroyed. All data will be shared on a need-to-know basis with those involved in running hall hire. If at any time you would like to withdraw your consent for us to process and store your personal details, please contact: mikeclaire@blueyonder.co.uk

- I give permission for you to store the data given, and to contact me for purposes relating to hall hire.

Signed: _____ Print Name: _____ Date: _____

FOR CHURCH USE:

Deposit accepted by: _____ Date: _____ Method: _____

Hire fee accepted by: _____ Date: _____ Method: _____

Any keys given: _____ Collected by hirer on: _____

Returned by hirer on: _____

Any issues reported: _____

Deposit returned on: _____

Any deductions from deposit: _____

Signed: _____



Terms and conditions of hall hire

Charges

(prices updated from 1 September 2022)

One-off hiring

Charges	Side Hall capacity of 70	Main Hall (upstairs) capacity of 200	Lower Hall (basement) capacity of 60
per hour for first 2 hours	£25 per hour	£30 per hour	£15 per hour
every hour thereafter	£12.50 per hour	£15 per hour	N/A
£50 deposit required, in addition to booking fee, which must be paid at time of booking. Total hire charge including deposit to be paid in full, not less than 7 days prior to date of hire, failing which the hire will be cancelled and deposit lost.			

Regular hiring (must book a minimum of 4 sessions per year)

Charges	Side Hall capacity of 70	Main Hall (upstairs) capacity of 200	Lower Hall (basement) capacity of 60
per hour for first 2 hours	£20 per hour	£25 per hour	£15 per hour
every hour thereafter	£10 per hour	£12.50 per hour	N/A
£50 deposit required, in addition to booking fee, which will be kept for the duration of the hiring period. Payments must be made within 30 days of receiving an invoice.			

- The deposit is returnable subject to the conditions outlined below.
- Payment may be completed by cash/cheque at The Moat House, or by bank transfer (**Rochester Baptist Church - Sort Code: 20-54-11 - Account No: 80759457**).
- When making payments by bank transfer, please advise our Finance Team so they can acknowledge receipt: financeteam@rochesterbaptist.co.uk.
- Set up and clear away time must be included within the times of the hire.
- Damages must be brought to our attention and paid for.
- Please note: for hire of the main upstairs hall, we regret that our electrical and AV equipment cannot be included, as it is pre-set for our regular church activities and is expensive equipment that requires a trained technician.

Conditions of Hire

During the hire

- The hall will only be used for the purpose agreed on the application form.
- Reasonable consideration must be given to neighbours regarding noise, music and parking.
- Nothing must be displayed/put up without prior permission.
- The hirer is responsible for maintaining security, ensuring unauthorised persons do not enter the premises.

At the end of the hire

- The hirer is responsible for setting up and clearing away all equipment, leaving the area clean and tidy.
- If used, the kitchen and any appliances must be cleaned as necessary, including work surfaces and floors.
- Toilets must be checked and cleaned as necessary.
- Any evening event must be finished by 11pm and the areas vacated by 11.30pm.
- All lights must be turned off, with hirers ensuring windows and doors are locked and secure.
- Rubbish must be placed clean in the correct recycling containers or taken away for disposal at home.

Prohibitions

- There must be no smoking anywhere on the premises, including the alley.
- The premises are not licensed for the sale of alcohol.
- All forms of gambling are prohibited.
- No 18th birthday parties will be accepted.